

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

May 9, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND INFORMATION  
PARTNERS, INC. FOR CONSULTING SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION:**    ☒ **APPROVE**        ☐ **APPROVE WITH MODIFICATION**  
   ☐ **DISAPPROVE**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and authorize the County Librarian to execute a sole source Agreement with Information Partners, Inc. (Information Partners), substantially similar in form to the attached agreement (Attachment I), for the provision of consulting services related to the acquisition and implementation of a replacement Integrated Library System (ILS) for the Public Library for a contract term not to exceed three (3) years commencing upon the date of execution of the Agreement by the County and Information Partners, with a total maximum County obligation of \$765,450.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Public Library will be replacing its existing legacy library system, which was installed in 1988 and has reached the end of its useful life, with an upgraded Integrated Library System (ILS). The current system is the Public Library's core system that supports a number of essential business functions including the Library's catalog, access to online resources, checkout/check-in of library materials to customers, customer service management, acquisition and fund accounting for library materials orders, notice production and request processing. In order to ensure a successful project, the Public Library requires the services of an expert consultant to assist the Public Library with the complex migration to the upgraded ILS.

The Public Library recommends that the Board approve the award of a sole source Consulting Services Agreement to Information Partners for technical consulting services including project planning, system design, developing business, technical and contract requirements, negotiation of an agreement with the ILS vendor, assisting in the acquisition and implementation of the ILS, and managing the overall project. Information Partners is one of the nation's leading consulting firms in the library automation field that specializes in assisting public and academic libraries with the implementation of library systems.

In previous engagements, Information Partners has conducted management reviews of the Public Library's Technical Services and Collection Development operations which have provided significant benefit to our operations and increased our efficiency. During the course of these projects, Information Partners gained an in-depth knowledge of Public Library policies, procedures and operations, which will facilitate and expedite the system migration process to ILS by at least a year.

#### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence and organizational effectiveness. The implementation of the new Integrated Library System that is facilitated by this Agreement will enable the County Library to provide enhanced online services to our customers and will increase the efficiency and effectiveness of our acquisitions and collection development processes.

#### **FISCAL IMPACT/FINANCING**

We anticipate that the scope of services provided over the term of this Agreement shall not exceed \$765,450 which includes a five percent (5%) allowance for unanticipated services on an as-needed basis. This Agreement also includes an allowance for travel expense reimbursement for the consultant's staff not to exceed the amounts authorized for County employees during the term of the Agreement.

The cost for this Agreement will be paid from existing funds included in the Public Library's operating budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the recommended Agreement shall not exceed three (3) years commencing upon the date of execution of the Agreement by County and Information Partners.

The consultant agrees to notify and assist its employees with the Federal Earned Income Tax Credit applications process; is required and has agreed to consider qualified GAIN/GROW participants for employment openings; and to comply with the Jury Duty Ordinance, the Safely Surrendered Baby Law and the County's Child Support Compliance Program.

The Library has determined that the Living Wage program (County Code Chapter 2.201) does not apply to the proposed Agreement. Upon final analysis and consideration of award, Information Partners was selected without regard to race, gender, color or creed.

The Agreement includes all currently required provisions and will be properly executed by the consultant. County Counsel has reviewed and approved this Agreement as to form.

Replacement of the County Library's current system with an upgraded Integrated Library System is the Public Library's highest priority information technology project and has been a critical need for several years. Funding for this project has been provided in the Public Library's FY 2005-2006 budget. This project is listed in the Public Library's FY 2005-06 and FY 2006-07 Business Automation Plans.

The Chief Information Office has interviewed the consultant, reviewed the Statement of Work and concurs with the use of Information Partners to support the Public Library's ILS project.

#### **CONTRACTING PROCESS**

On March 6, 2006, the Public Library notified the Board of our intent to negotiate this sole source Agreement. We have negotiated the technical terms and conditions of the Agreement with Information Partners based on a defined scope of work, while Information Partners agreed to all County required provisions. The fees contained in the agreement for the services provided are competitive and consistent with charges under the County's previous agreements with Information Partners for other services.

An award to a different consultant would create a significant delay in the implementation of the upgraded Integrated Library System. An alternate consultant would require a considerable amount of analysis time to replicate the recommended consultant's knowledge of the Public Library's internal business processes that are critical to the successful implementation of the upgraded Integrated Library System. In addition, use of an alternate consultant would also be cost prohibitive since the Public Library would incur additional costs for an alternate consultant to conduct the pre-analysis work that would be required prior to commencing the ILS implementation project. We believe that award of the Consulting Services Agreement to Information Partners provides the lowest risk to the County and the highest assurance of success for the acquisition and implementation of the upgraded Integrated Library System.

#### **IMPACT ON CURRENT SERVICES**

Library customers will benefit greatly from the upgraded Integrated Library System with its improved online catalog, Web portal and greater access to online services. The Public Library's internal operations will also benefit through increased efficiency and effectiveness in its acquisitions and collection development processes, and access to management information. Approval of this Consulting Services Agreement will significantly enhance the Public Library's ability to manage the complex acquisition and implementation of the upgraded Integrated Library System.

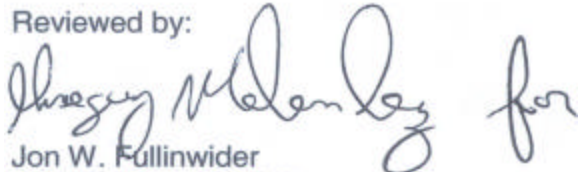
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Please return two fully conformed copies of the adopted Board Letter and Agreement to the Public Library, plus one copy to County Counsel, and one copy to the Chief Information Office.

Respectfully submitted,

  
Margaret Donnellan Todd  
County Librarian

Reviewed by:

 for  
Jon W. Fullinwider  
Chief Information Officer

MDT:JWF:FH:jm

Attachments

c: Chief Administrative Officer  
County Counsel  
Chief Information Office